

## Sheriff's Office – FAQ Reports

Copies of incident and accident reports are available from the Records Clerk in the front lobby of the Sheriff's Office. Please have a valid photo I.D. at the time of the request and as much information about the incident as possible, such as the date of incident, report date, case number, and type of incident. Note that traffic accident reports are available only to parties who are named in the report, attorneys representing those parties, and insurance companies with coverage interests.

### **Hours of Operation for Clerk:**

Monday thru Friday  
8:00 am – 5:00 pm

### **Fee Schedule:**

Incident Reports (named as victim in report)	Free
Incident Reports (all others)	\$3.00
Accident Reports (Parties involved)	Free
Additional Copies	\$3.00
Photos, Tapes, CDs and other request	***

\*\*\* Payment for these request may very depending on request, please see Records Clerk for more information.

Payment must be in the form of cash or money order only. Money orders shall be made out to the Lumpkin County Sheriff's Office.

The requesting person must present a valid Georgia photo I.D. for the report to be notarized by the Sheriff's Office personnel. If the requestor does not have a valid Georgia I.D. they will still be able to obtain the report, but it will not be notarized. If requesting a report on another person, you will need that person's full name and date of birth.

Reports require (3) business days for processing, and may be picked up at the front lobby of the Sheriff's Office during the Clerk's hours of operation.